



Human Resources

UNIVERSITY OF COLORADO

DENVER | ANSCHUTZ MEDICAL CAMPUS

Dear Colleagues:

The following is campus-specific guidance on processing admin pay in My Leave, CU Time, or other timekeeping systems. Please ensure you have appropriate approvals within your school, college or department before using these codes.

If an employee is not able to work remotely for 100%, or a part of their job, **administrative pay may be provided only with the appropriate campus/school/unit approvals (e.g. Dept. Chair, Division Head, Dean, Vice Chancellor).**

New COVID Administrative Leave codes (**ACP – Administrative COVID pay** and **CHP - Administrative COVID Hourly Pay**) are available in My Leave and CU Time. Paid Administrative Leave costs for those not able to do their work remotely are covered by the unit.

Our campus specific guidance can be found [here](#).

It is very important that the new COVID admin pay codes are used in our time reporting systems so we are able to provide data to the State and Federal government to document the impact of COVID-19 and to comply with NIH and other funding requirements. If we receive backfill funds, this documentation to the government will be critical.

If you have specific questions regarding uploading time in My Leave or CU Time, please contact [Daniel Nunez](#) or [Loan La](#).

Thank you for your attention to this matter.

Sincerely,

Carolyn Brownawell, MBA, CCP
Associate Vice Chancellor & Chief Human Resources Officer
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